



DATE: December 13, 2023
TO: Board of Education
FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer
SUBJECT: Approve Proposed Job Description Administrative Assistant Student Services
PRESENTED BY: Michael Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Approve the proposed job description for the Administrative Assistant Student Services.

BACKGROUND INFORMATION

The classified job description for the Administrative Assistant of the Student Services Department is a new position and is being presented to the Board for review and approval.

RESOURCES REQUIRED: General Fund

PREPARED BY: Lupita Vazquez, Executive Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachment: Draft Job Description